



Reserve Preferencing Training Course

Using the Interface Portal

This packet provides instructions on how to access the Reserve Preferencing Portal and input your preferences. Information on how the system awards assignments can be found in the Reserve Preferencing Assignment Process section of the Reserve Survival Guide.

IMPORTANT NOTE: PREFERENCES ENTERED IN AND USED BY THE RESERVE PREFERENCING SYSTEM ARE COMPLETELY SEPARATE FROM READY RESERVE PREFERENCES (MAXIMUM FLYING, NO PREFERENCE, MINIMUM FLYING, STANDBY), WHICH ARE CONSIDERED FOR ASSIGNMENTS MADE AFTER 1930 HDT. READY RESERVE PREFERENCING IS DISCUSSED IN THE READY RESERVE SECTION OF THE RESERVE SURVIVAL GUIDE.

Defining Key Terms

Understanding the definitions of the following key terms and how they relate to each other will help to clarify the process of submitting Reserve preferences:

Key Term	Definition
Reserve Preferencing Portal	The system interface used by Flight Attendants to input, edit and submit Reserve Preferences. Flight Attendants may submit a Daily Preference, a Standing Preference or both. <i>If both a Daily and a Standing Preference are on file, however, only the Daily Preference will be considered.</i>
Daily Preference	A request (or set of up to 10 requests) that is considered for one day only . Once the assignment process has concluded each day, all Daily Preferences on file will be discarded. A new Daily Preference may then be submitted once the portal reopens.
Standing Preference	A request (or set of up to 10 requests) that remains on file for an indefinite period of time, and will be considered in the absence of a Daily Preference for the assignment day. In other words, a Standing Preference is like a permanent back-up preference to be used if a Flight Attendant is unable or chooses not to submit a Daily Preference.
Request	A group of up to six (6) Criteria that together describe the type of assignment to which a Reserve would prefer to be assigned for the following day. All of the criteria in a request must be met in order for an assignment to be considered a match. Each Reserve may place up to ten (10) requests on file per day, which will be evaluated in the priority order determined by the Flight Attendant.
Criteria	A list of attributes that describe the type of assignment to which a Reserve would prefer to be assigned for the following day. Up to six (6) criteria may be grouped together to form a single request. All of the criteria in a request must be met in order for an assignment to be considered a match.

Accessing the Reserve Preferencing Portal

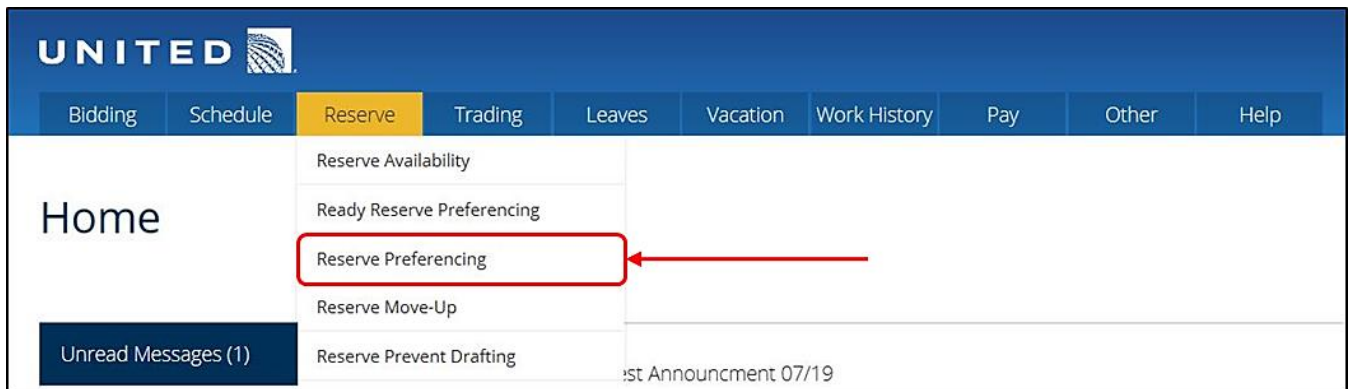
The Reserve Preferencing portal is closed during the assignment process from 1600-1930 HDT each day. The portal will then reopen after 1930 HDT, at which time requests may be added and/or updated for consideration during the next assignment process.

IMPORTANT NOTE: RESERVE PREFERENCE REQUESTS MUST BE ON FILE BEFORE 1600 HDT IN ORDER TO BE CONSIDERED FOR THE FOLLOWING DAY'S ASSIGNMENT PROCESS. ONCE THE PORTAL CLOSES, YOU WILL BE UNABLE TO CHANGE AN EXISTING REQUEST OR SUBMIT ANY NEW REQUESTS.

Portal Access Points

The Reserve Preferencing portal may be accessed in any of the following ways:

- Directly, by typing the address **pref.ual.com** into your browser window.
- Via a link located on the AFA Website.
- Via a link located on the Inflight Services page of Flying Together.
- Under the Reserve tab on the CCS home screen, as depicted below.



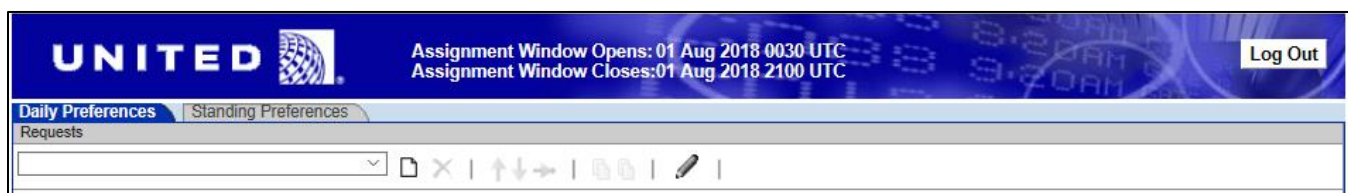
Log-In

If you access the portal from Flying Together or CCS, you will not be required to re-enter your username and password. If you access the portal directly or via the link on the AFA website, you will be required to authenticate your access by entering your username and Flying Together password.

Once authenticated, the portal will open in new browser tab or window, depending on your computer's settings. Your interaction with the interface is independent of any separate actions conducted through CCS or the Flying Together website.

Navigating the Interface

The top portion of the interface is depicted below. Hovering your mouse over any of the icons on the screen will display a description of the button's specific functionality.



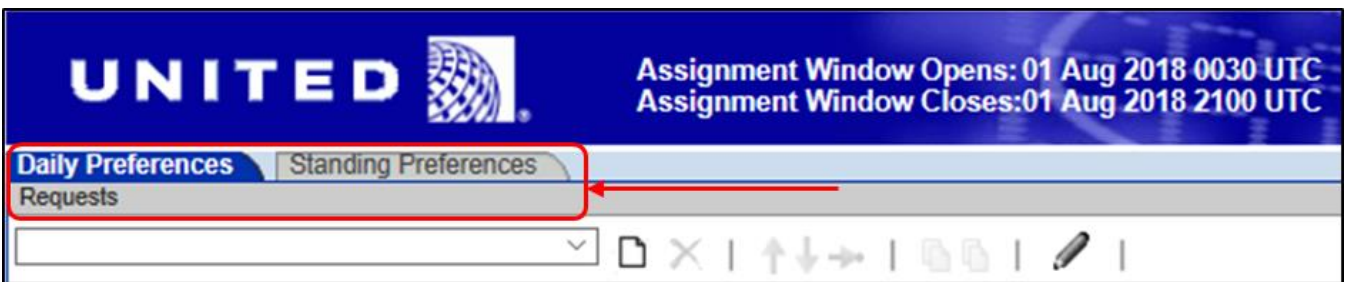
Date and Time

The portal opening and closing date and times are displayed at the top of the screen in Zulu time. The image below depicts the times displayed for a Flight Attendant based at ORD. One hour prior to the window closing, a countdown in minutes/seconds will display to alert Flight Attendants of the time remaining to submit a request. Again, once the portal closes at 1600 HDT, you will be unable to change an existing request or submit any new requests.



Daily Preferences and Standing Preferences Tabs

Along the top of the navigation toolbar, select the tab that corresponds to the type of Preference that you wish to create or edit. The following image depicts the tabs when the Daily Preference is selected.

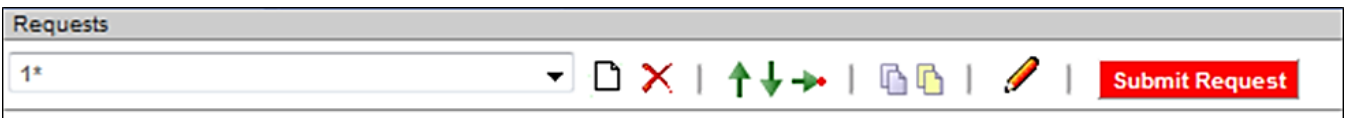


- **Daily Preferences** are considered for **one day only**. Once the assignment process has concluded each day, all Daily Preferences on file will be discarded. A new Daily Preference may then be submitted once the portal reopens.
- **Standing Preferences remain on file** for an indefinite period of time and will be considered in the absence of a Daily Preference for the assignment day. In other words, a Standing Preference is like a permanent back-up preference to be used if a Flight Attendant is unable or chooses not to submit a Daily Preference.









IMPORTANT NOTE: IF BOTH A DAILY AND A STANDING PREFERENCE ARE ON FILE, ONLY THE DAILY PREFERENCE WILL BE CONSIDERED.

Requests Toolbar

The image below shows a close-up view of the Requests toolbar.




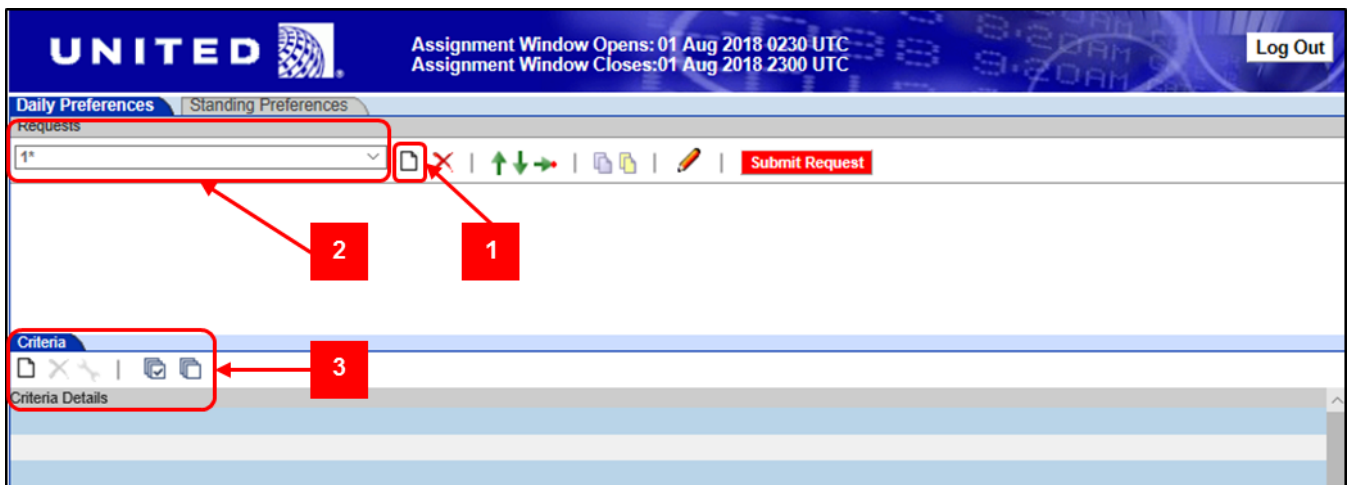
Through the Requests toolbar you can:

-  Create a new request.
-  Delete a request.
-  or  Move a request up or down by one number to change the priority.
-  Choose a specific number to change the request priority.
-  Copy a selected request to a new request.
-  Copy a selected request into a new Standing Request.
-  Name a request in order to keep them organized. Clicking this icon will open a dialog box that will allow you to input a name for your request. Once you've created the name it will appear next to the numbered request.


Creating Requests and Inputting Criteria

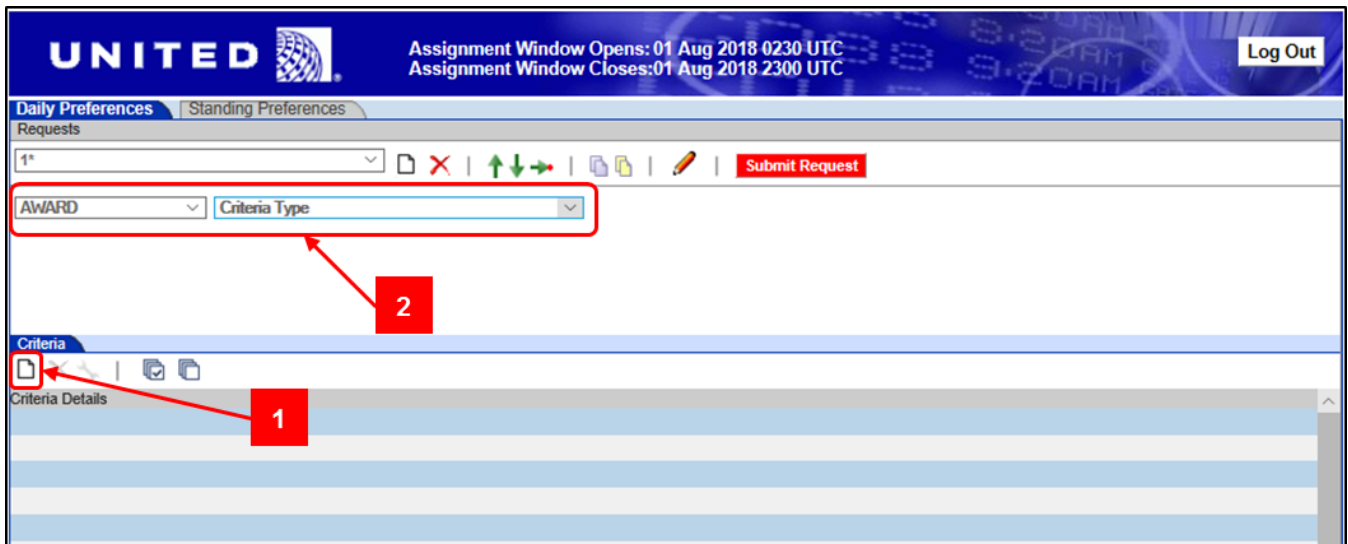
Creating a New Request

1. Click the  icon located on the Requests toolbar at the top of the page (and shown below), which allows you to “Create a new request”.
2. A drop-down window with “1*” will appear to identify and number the request you place on file.
3. In the bottom part of the screen, the criteria toolbar will be activated.



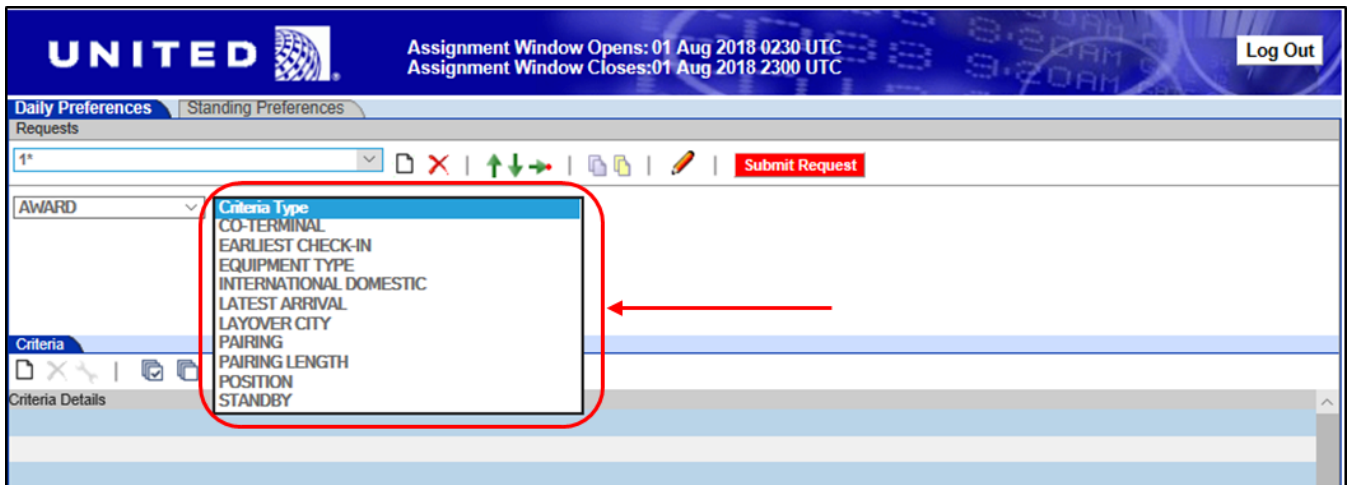
Creating New Criteria

1. In the Criteria toolbar shown below, click on the  icon which allows you to “Create new criteria”.
2. This will cause the “Criteria Type” drop-down menu to appear.



Criteria Types

Select a criteria type from the drop-down menu shown below and complete any required additional information.

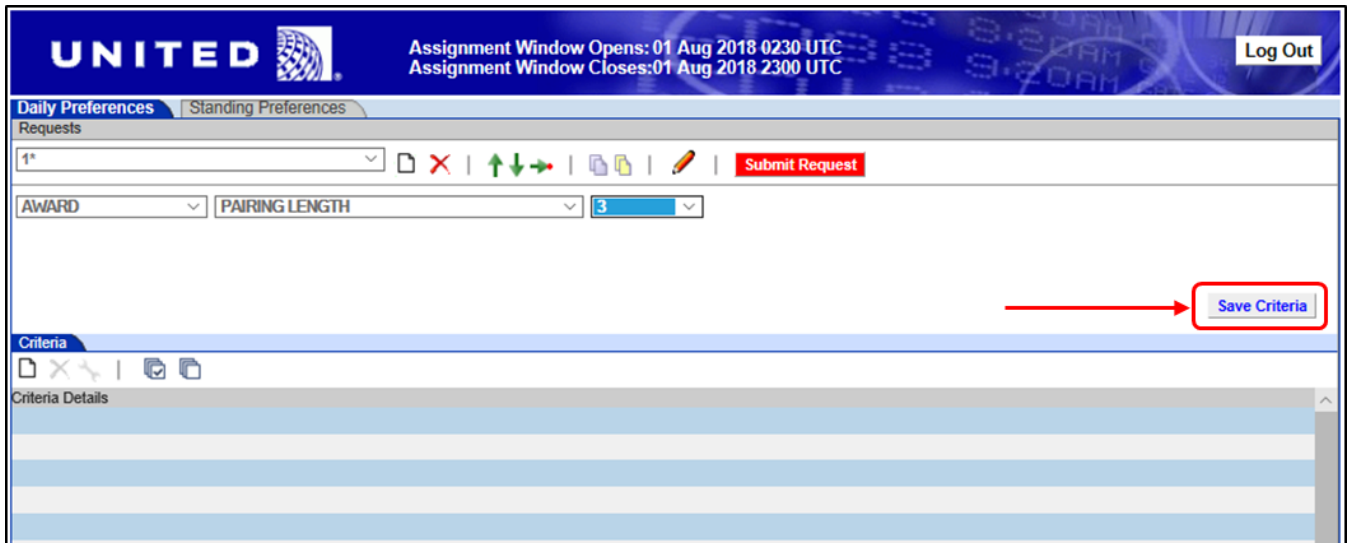


The following table provides a detailed description of each criterion.

Criteria Type	Description
CO-TERMINAL	Allows you to request a pairing that originates from a specific Co-Terminal airport that is active at a particular domicile. Example: A EWR based Reserve may preference EWR or LGA. Do not use this criterion when requesting Standby.
EARLIEST CHECK-IN	Allows you to designate the earliest time you wish to check-in for a pairing. Do not use this criterion when requesting Standby.
EQUIPMENT TYPE	Allows you to request to work on a specific aircraft type. Keep in mind, even if only one segment in the pairing, including a deadhead segment, is on the requested equipment, it will be considered a match. Do not use this criterion when requesting Standby.
INTERNATIONAL / DOMESTIC	Allows you to request either an International pairing or a Domestic pairing. Do not use this criterion when requesting Standby.
LATEST ARRIVAL	Allows you to request the latest arrival time you prefer to return from a pairing. This applies to the arrival time at the home domicile whether working or deadheading. Do not use this criterion when requesting Standby.
LAYOVER CITY	Allows you to request one specific layover location. In the empty box, type in the city code of the layover station. Keep in mind only one layover within the pairing needs to match your choice in order for the request to be honored. Do not use this criterion when requesting Standby.
PAIRING	Allows you to request a specific pairing. In the empty box, type in pairing number you are requesting exactly as it appears. Be sure to include the base code, leading zeroes and modifier, if any (example for IAH: H0056A). Do not use this criterion when requesting Standby. When preferencing a specific pairing, you must confirm that you are willing to waive the 35-in-7 and 1-in-7 legalities if awarded the requested pairing. <ul style="list-style-type: none"> ➤ Confirmation is required even if the waivers are not necessary for the award. ➤ Waivers only impact the award of the specific pairing, not the entire month.
PAIRING LENGTH	Allows you to request the desired length (in days) of any given pairing. Do not use this criterion when requesting Standby.
POSITION	Allows you to request a specific bid position: Purser, Non-Purser, and each of the FA01 – FA06 positions. Do not use this criterion when requesting Standby. There are two drop-down menus within the criteria. You may choose just one position or two different positions that will be considered within the same request. For example, you may choose “FA01 OR FA03” and pairings of either position would be considered a match. NOTE: Reserve Preferencing will only assign International Purser and Language Qualified (LQ) positions to Reserves in each of the respective sub-bases and are therefore not an option for this criterion. LQ Reserves who wish to request a specific bid position may do so by using the pairing number criterion and inputting the pairing that corresponds to the desired position.
STANDBY	Allows you to request a Standby assignment. A sub-menu appears giving you the option of selecting a specific co-terminal, if applicable. Another menu will appear allowing you to designate a time range. Examples: At or before 1100 (<=), At or after 1500 (>=), Range 0900-1200, Equal 1300 (=). If nothing is entered in the sub-menus, any Standby will be considered. NOTE: This is the only criterion that should be used when requesting Standby. Adding any other criteria in the same request will invalidate the request.

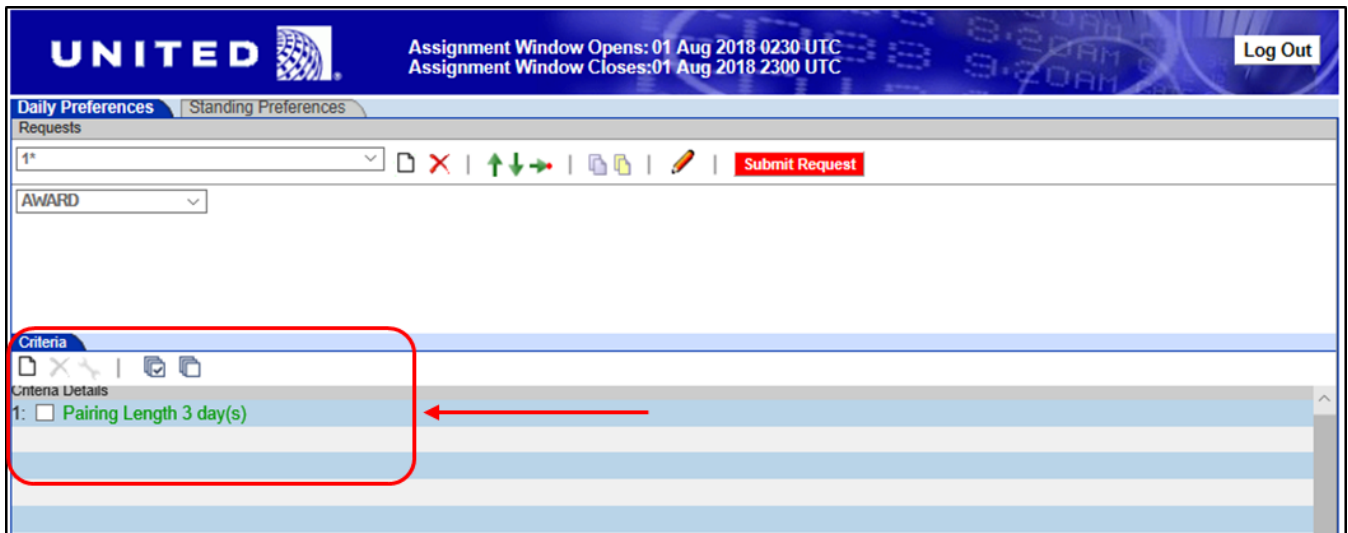
Save Criteria

Once you have made your selections, click the **Save Criteria** button, as shown below.




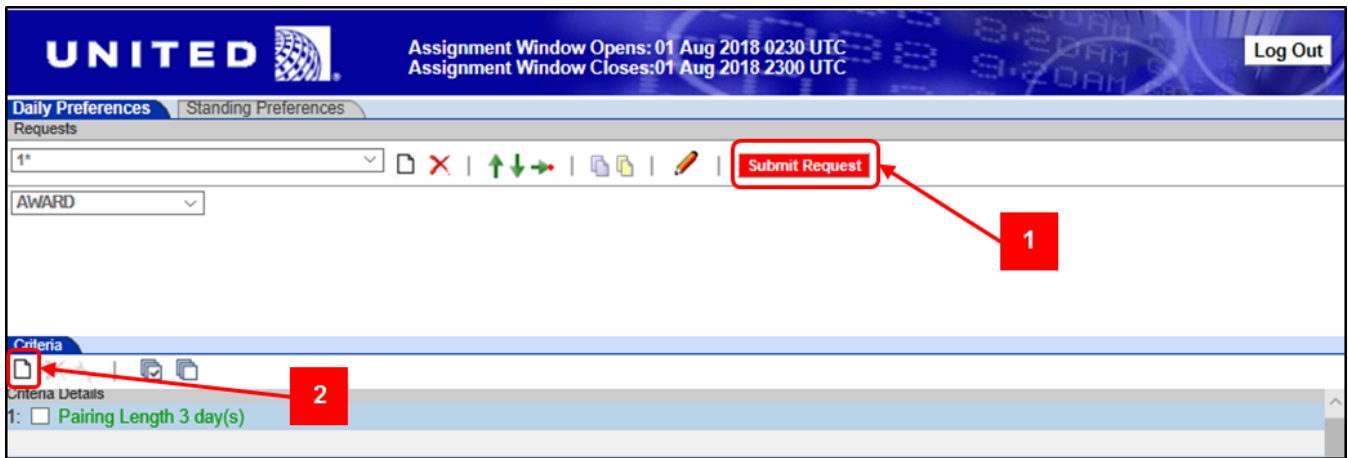
Submit Request

Your criteria details will appear on the bottom half of the screen, as shown below.




You now have 2 choices, as depicted in the next image.

1. Click **Submit Request** and your request is complete. The * will disappear next to the request number indicating it has been submitted; or
2. Click the  icon in the Criteria toolbar to add additional criteria to the same request. You can submit up to six (6) different criteria in each request.



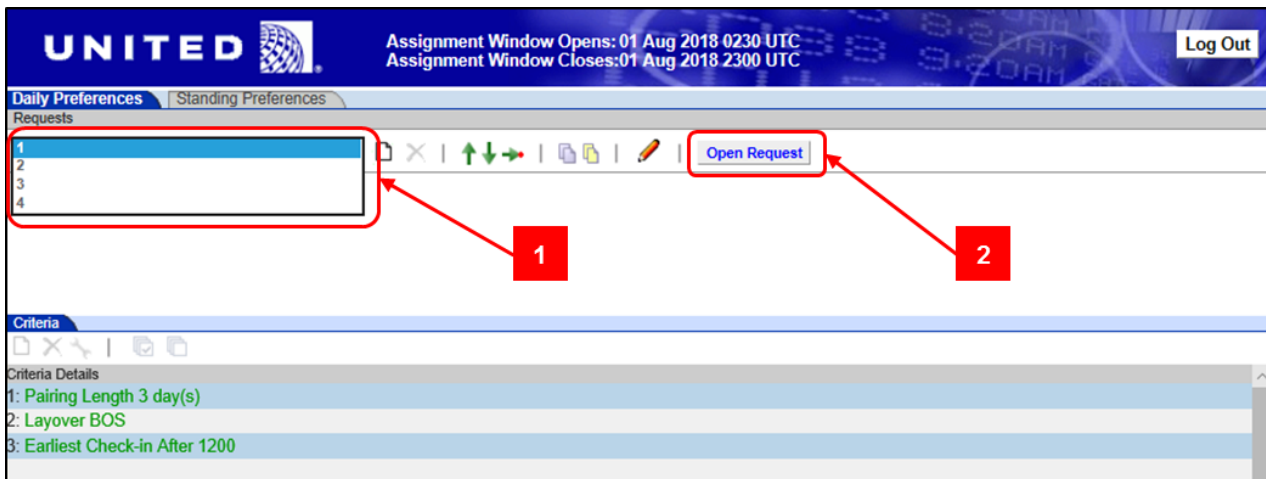
Next Request

When you are ready to create another request, click the  icon in the Requests toolbar and begin the process again (as shown earlier under "Create New Request"). Additional requests will be displayed as 2*, 3*, 4*, 5* etc. in the Requests drop-down menu. Each Flight Attendant will be able to enter up to ten (10) requests, with each request containing up to six (6) different criteria.

Editing Existing Requests






The image below depicts how to change a request that is already submitted:

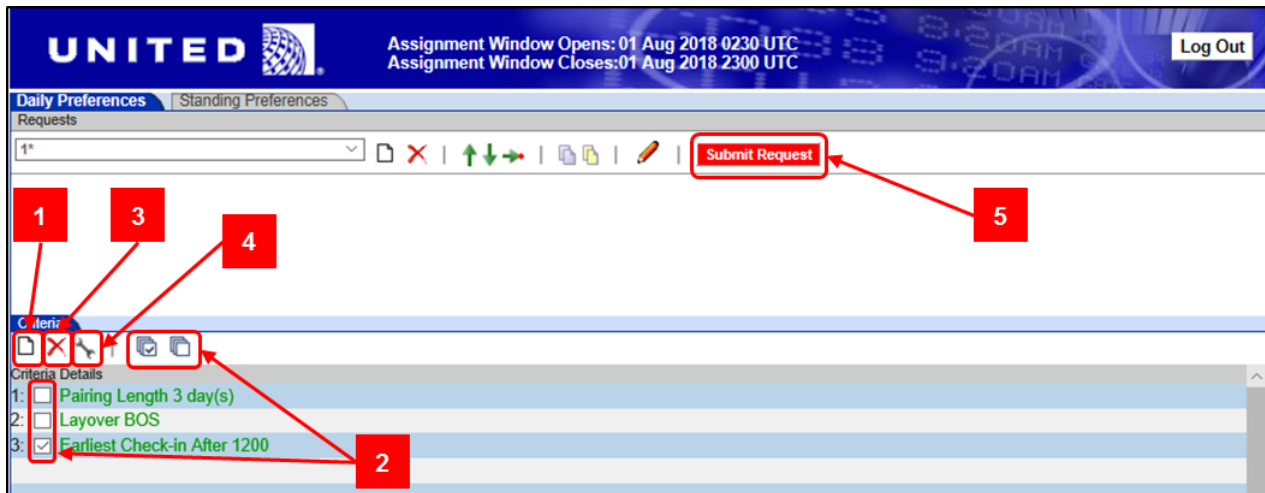
1. Select the request number from the drop-down menu (1, 2, etc.).
2. Click on the **Open Request** button.



Changing Criteria within a Request


Once the request is open, you may now add, change or delete the criteria, as shown in the image below.

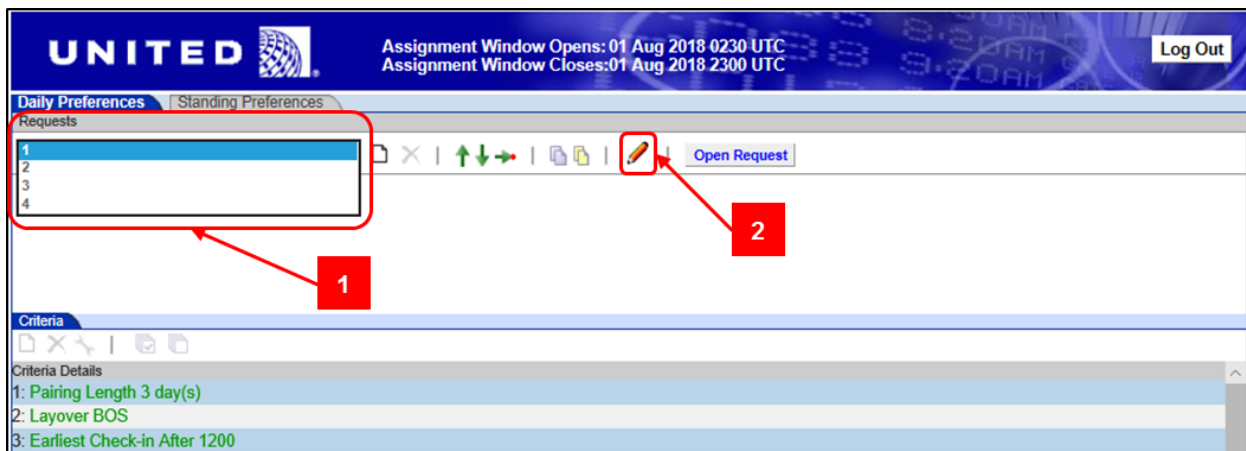
1. To add, click on the  icon in the Criteria toolbar.
2. To change or delete, check the box to the left of the criteria that you would like to change.
3. To select all of the criteria in a request, click the  icon.
4. To de-select all of the criteria in a request, click the  icon.
5. Once checked, you may delete the criteria by clicking on the  icon; or
6. Once checked, you may edit the criteria by clicking on the  icon.
7. Once you have finished making any changes, you must re-submit your Request by clicking the **Submit Request** button.



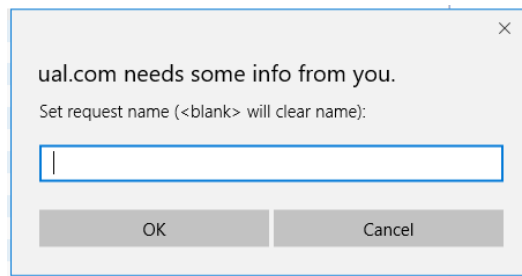
Changing the Name of a Request

Each request name automatically defaults to a numeric identification (1, 2, 3, etc.). To avoid confusion, you have the option of personalizing the names of individual requests, as shown below.

1. Highlight the request you would like to change from the request drop-down menu.
2. Select the  icon.





A pop-up text box will appear with an empty field where you can type in the desired name, as shown below.

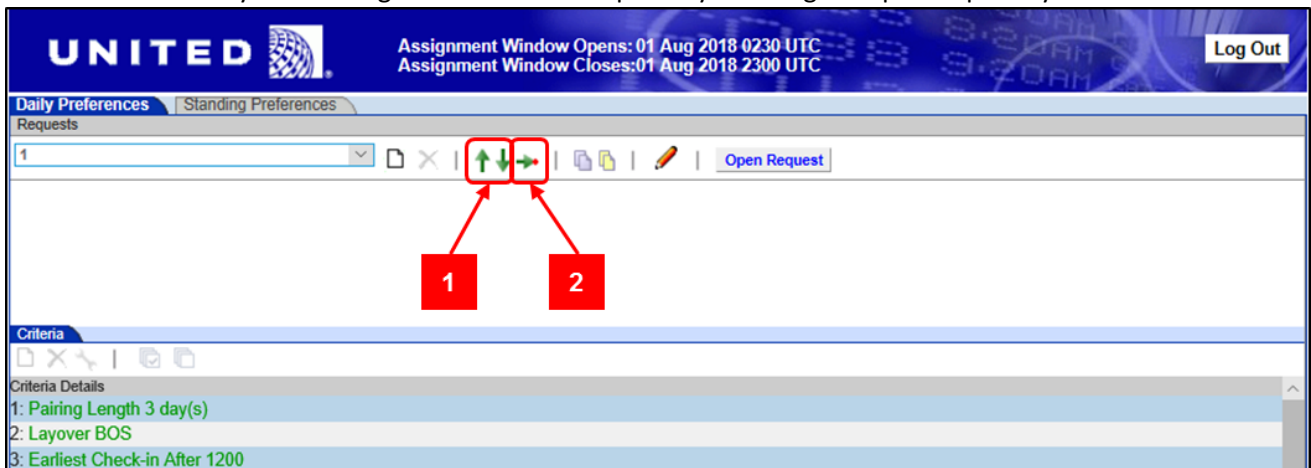


Changing the Priority Order of Requests

The system will evaluate each request in the priority order you determine, starting with Request 1. If the request cannot be matched, the system will then evaluate Request 2, and so on, until a match is found, if possible.

If you would like to rearrange the order in which your requests are considered, you may do so using one of two methods located in the Request toolbar, and depicted in the image below.

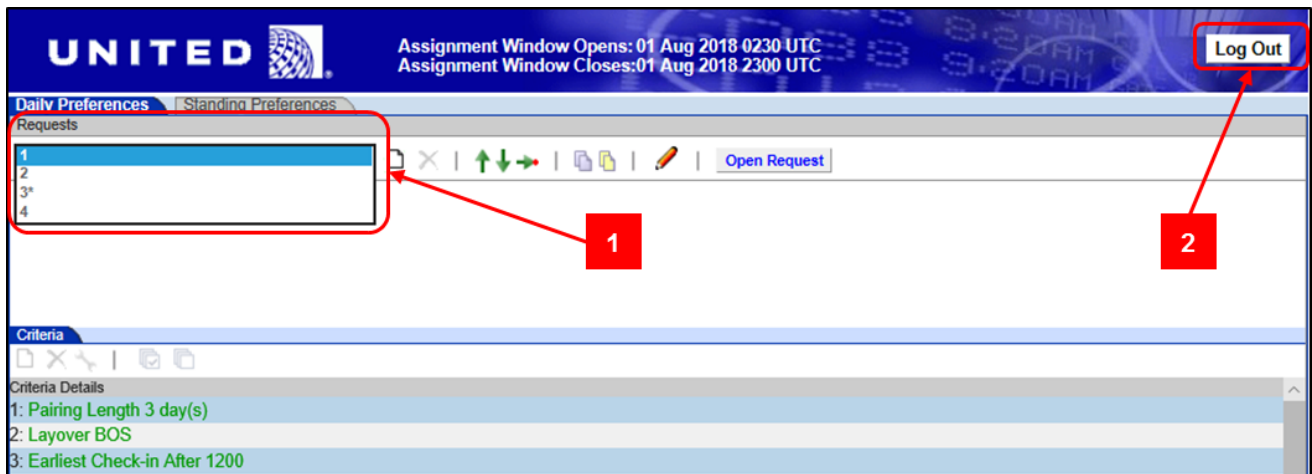
1.  Allows you to move a request up or down in priority order by one number at a time.
2.  Allows you to change the order of a request by entering the specific priority number desired.



Verifying Submissions and Logging Out

Once you are finished submitting your requests, and before logging out of the system, it is always a good idea to verify one last time that all your requests have been submitted, as depicted in the next image.

1. Un-submitted requests will appear with an asterisk (*) next to the number in the Request drop-down menu.
2. To log out, click on the [Log Out](#) button located in the upper right-hand corner of the page.



Important Preference Submission Reminders

- Daily Preferences are considered for **one day only**. Once the assignment process has concluded each day, all Daily Preferences on file will be discarded.
- If **both** a Daily and a Standing Preference are on file, only the Daily Preference will be considered.
- Each Reserve Flight Attendant shall have the ability to place up to ten **(10) requests** on file, with each request containing up to six **(6) criteria**.
- Requests are prioritized, with number one (1) being the highest priority.
- **All** of the criteria in a request must be met in order for an assignment to be considered a match.
 - For example, if your request contains the criteria EARLIEST CHECK-IN - 1300 **and** EQUIPMENT TYPE - 777 **and** LAYOVER - SAN, it would only match a pairing that checks-in after 1300 and has a 777 segment and also has a layover in SAN. It will not consider a pairing with only one of the three attributes. *Be careful not to over preference yourself out of a trip!*
- You should always verify that all of your requests have been submitted prior to logging out of the system. Open the request drop-down box and check for asterisks (*) which indicate un-submitted requests. **Only submitted requests will be considered when assigning open positions.**